

Extended Closing Date
JOB ANNOUNCEMENT

POSITION: Case Management Program Coordinator
2 Positions available: One each in a general jurisdiction trial court and a limited jurisdiction juvenile court.

HIRING RANGE: Step 50 - 56 (\$19.53 - \$22.98/hr) effective 7/1/07

LOCATION: Third District and Juvenile Courts, Salt Lake City

TYPE OF POSITION: Full time, time limited with benefits

CLOSING DATE: **Open until filled**

APPLICATIONS SHOULD BE DIRECTED TO:

Human Resources
450 S. State Street
P.O. Box 140241
Salt Lake City, UT 84114-0241
801- 578-3890
801-238-7814 (fax)

PROGRAM OVERVIEW: The Case Management Program Coordinator is responsible for conducting a court initiated and legislatively authorized two year pilot program for assessing the effectiveness of professional positions dedicated to instituting and administering effective case management practices. The pilot program will operate in the largest general jurisdiction trial court (33 judicial officers) and the largest juvenile court (11 judicial officers) in the state. Both are located in Salt Lake City and serve three counties.

DUTIES: The responsibility of this position is to contribute to an environment which embraces the statement below.

Caseflow management is a justice not an efficiency driven activity. Caseflow management makes possible equal justice, individual justice in individual cases, equal protection, due process, predictability and regularity in case processing. Justice delayed is justice denied because unnecessary delay destroys the purpose of the courts. (NACM Core Competency)

Working under the general direction of the Trial Court Executive the Case Management Program Coordinator will work with judges, staff and others to assess case management practices for all case types, identify innovative and best practices for more general application and implementation. This will include performing the following duties (as well as other relevant duties as assigned):

- Evaluate processes and reports for accurately tracking cases and workflow, ensuring consistent data entry processes, and conducting reviews of caseflow processes, of open cases and monitoring case pending and other existing reports.
- Assess existing case assignment practices, the allocation of court time to particular court calendars and make recommendations for balancing court time to the demands of filing types.
- Evaluate expanded use of mediation and other diversionary practices to ensure such programs are effectively integrated with court procedure for effective case flow management.
- Evaluate potential for, and assist with, the expansion and implementation of problem solving courts and integration of new drug offender screening and sentencing procedures.
- Establish methods to monitor and evaluate programmatic outcomes and prepare reports for court executives, presiding judges, and legislative committees.
- Explore and share with judges, commissioners, and court staff national trends, programs, and processes for improved case management and related services.

REQUIRED QUALIFICATIONS: A graduate degree in court administration or; a graduate degree in business or public administration supplemented with course work in case management.

PREFERENCES: A fundamental understanding of relational databases, with ability to construct queries in MS Access, and familiarity with structured query language.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to link the broad purposes of the courts with effective caseflow management.
- Knowledge of court organization, jurisdiction and funding and their impact on caseflow.
- Knowledge of caseflow management performance indicators (CourTools).
- Knowledge of basic caseflow axioms and principles.
- Knowledge of case processing steps, sequences and dynamics.
- Ability to effectively communicate with court constituent groups.

APPLICATION PROCEDURE: Applications may be obtained from the Administrative Office of the Courts, 450 S. State, Third Floor, SLC, or online at www.utcourts.gov

The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.